# HEC NEW ENROLLEE SURVEY
## VA FORM 10-0479

**B.    COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

**1.   Provide a numerical estimate of the potential respondent universe and describe any sampling or other respondent selection method to be used.  Data on the number of entities (e.g., households or persons) in the universe and the corresponding sample are to be provided in tabular format for the universe as a whole and for each strata.  Indicate expected response rates.  If this has been conducted previously include actual response rates achieved.**

| | |
|---|---|
| New Enrollee population  (FY09) | 467,483 |
| Potential respondent universe: | 467,483 |
| Sample Size | 2110 |
| Expected Response Rate | 50% |

Sampling methodology:  A random sample of New Enrollment Welcome letters mailed to New Enrollees

- **Degree of accuracy needed**
   The results are expected to produce a confidence interval of 95% +/- 3%.  The actual response rate to achieve this would be 1055 responses.  To mitigate the 50% expected response rate, the sample size will be 2110.

**2.  Describe the procedures for the collection of information, including:**

- **Statistical methodology for stratification and sample selection**
   Veteran eligibility for VHA healthcare benefits is categorized by Priority Groups.  Each priority group has a pre-defined set of eligibility factors that determine the type of care Veterans in that priority group can receive.  The sample will represent the percentage of new enrollees that are placed in each of the priority groups.  The sample percentages will be derived from new enrollees for the most recent completed quarter in the Fiscal Year.  The random sample for each priority group will be extracted from Enrollment System Redesign (ESR) via a randomized query.
   The data will not be generalized for any reasons

- **Estimation procedure**
    It is expected that the response rate will be 50%.  This is based on previous data collections conducted by VHA.

- **Degree of accuracy needed**

**3.  Describe methods to maximize response rate and to deal with issues of non-response.  The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.**

A cover letter and the New Enrollee Survey will be mailed to Veterans inviting them to participate in a survey that addresses VHA's Enrollment process.  This will be an ongoing survey. Veterans will be given a copy of the survey with a Business Reply postage paid envelope.    The assumed 50% response rate on 2110 surveys offered should yield yearly results with approximately +/- 5% margin of error.

**4.  Describe any tests of procedures or methods to be undertaken.  Testing is encouraged as an effective means of refining collections to minimize burden and improve utility.  Tests must be approved if they call for answers to identical questions of 10 or more individuals.**

This is a targeted survey with 6 questions.  The number of questions was kept to a minimum to reduce burden and improve response rates.  The questions were selected and developed by the VHA Enrollment and Eligibility Program Management Team.  This team is responsible for all Enrollment and Eligibility decisions throughout VHA.

**5.  Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.**

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